



**CITY OF ROCKVILLE**  
Procurement Division  
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Rockville, Maryland 20850-2364  
Phone 240-314-8430 Fax 240-314-8439

#### **ADDENDUM 1**

**DATE:** May 3, 2018

**REFERENCE:** City of Rockville  
Request for Proposal:

**RFP 36-18**  
**Transit Gap Analysis & Needs Assessment Study**

**Scheduled Submittal Deadline:** Friday, May 18, 2018 at 2:00 P.M. (EST)

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#### **Questions & Answers**

1. What is the anticipated not-to-exceed budget for this project?

**The not to exceed range for this project is \$30,000 to \$40,000.**

2. What is the timeframe for completion of this study?

**The timeframe for completing this study is six (6) months from the notice to proceed.**

3. Please clarify what you mean by, "no additional payment will be made for travel expenses" (Tab 6 – Fee Proposal, number 8) on page 14 of the RFP. Does this mean no travel costs will be paid under this contract?

**Please see the response provided in question no. 9 of this addendum.**

4. Related to Task 2, does the City have or have access to ridership data for taxis, ride sharing programs (carpool/vanpool), transportation network companies, senior transportation services, and human service transportation programs?

**The City does not have access to ridership data for taxis, ride sharing programs and transportation network companies. The City does have data for the senior transportation services provided by Rockville as well as Montgomery County's Call-N-Ride service. The City also has access to ridership data for the King Farm Shuttle, a privately-operated network of three separate routes providing continuous-loop service between the King Farm community and the Shady Grove Metro station.**

5. Related to Task 4, does the City have an approximate goal for the minimum number of peers to be reviewed and included?

**Ideally, the awarded consultant should review a minimum of three (3) peer communities.**

6. Lack of pedestrian infrastructure and access to transit stops is often an impediment to use of local transit services. Do you envision the evaluation of gaps in the pedestrian infrastructure to be a part of this study?

**The awarded consultant may include an evaluation of gaps in the pedestrian infrastructure as it relates to provision of local transit services. The City of Rockville maintains GIS data for missing and existing sidewalks and will provide this data to the awarded consultant.**

7. What is the study schedule and milestones beyond the Notice to Proceed? Do you have an expected completion date?

**The timeframe for completing the study is six (6) months from the Notice to Proceed. The City anticipates that the proposer will propose the study schedule and milestones based on this timeframe.**

8. Do you have a project budget or anticipated budget range for completion of the study?

**Please refer to the response provide in question no. 1 of this addendum.**

9. Under Tab 6 – Fee Proposals you ask for non-personnel costs and state that no additional payment will be made for travel expenses. Please clarify. Are travel expenses to be included as non-personnel costs and included in the total project costs?

**Yes. Travel expenses are to be included as non-personnel costs and included in the total project costs.**

10. It is our understanding that as an out of state corporation, we would have to be registered with the State prior to commencing work, but do not have to complete registration prior to submitting a proposal. Is this correct?

**You are not required to be registered to submit a proposal. However, the City recommends that proposers who are not registered complete the process for registering with the State of Maryland's Department of Assessment and Taxation as early as possible prior to contract award.**

11. Will translation services be required for any documents or public outreach efforts? If so, what languages will be required?

**The City anticipates for translation services to be provided as necessary for public outreach tasks, in accordance with Rockville's recently adopted Title VI plan. Top foreign languages spoken in Rockville are Spanish, Chinese, Mandarin, Korean and French.**

12. Under Task 1 of the scope, analysis of collected travel data such as household travel surveys is mentioned. Is data available or do you anticipated a household travel survey as part of the study? Is this something that may be provided by MWCOG?

**The City does not anticipate a household survey to be conducted as a part of this study. MWCOG conducts a Regional Household Travel Survey of households in the Washington region and the City will assist the consultant with obtaining this data.**

13. For oral presentation if needed, do you anticipate in-person interviews or interviews through web conferencing?

**The City will consider interviews through web conferencing for oral presentation, if needed.**

14. It is my understanding that the City does not maintain its own public transit system, will you most likely be starting your own city transit system instead of implementing the 10 new bus routes? If so, will you need things like a fare collection system? Surveillance on transit? AVL? Mobile app for customers with ride/time info?

**The purpose of this study is only to assess and analyze needs and gaps within the existing public transit network, and determine unmet demand for new or additional transit services. Shall the study identify an unmet demand for new or additional transit services, the city will explore various options for meeting the needs of its transit riders. At this time, the City does not anticipate creating its own transit system or the need for associated transit technologies.**

15. How will this be funded once you determine what the gap is?

**The purpose of the study is only to assess and analyze needs and gaps within the existing public transit network, and determine unmet demand for new or additional transit services. Next steps, beyond this study, have not been determined at this time.**

16. If you don't create your own public transit system, what kind of procurements could come from this transit gap analysis and needs assessment?

**The purpose of this study is only to assess and analyze needs and gaps within the existing public transit network, and determine unmet demand for new or additional transit services. Next steps, beyond this study, have not been determined at this time.**

17. For Task 1, does the City have any demographic and/or travel data beyond what is used by the Metropolitan Washington Council of Governments (MWCOC)?

**The City does not have any demographic and/or travel data beyond what is used by the Metropolitan Washington Council of Governments (MWCOC).**

18. Concerning Task 3(d), does the City have a minimum sample size requirement for the resident survey? Can the recruitment methods be "opt-in," that is, be a convenience sample recruited through online advertisement of the survey on the City website, using social media and newspaper articles, or email list maintained by the City to advertise the survey versus a true random sampling with intercept or in-person interviews?

**For Task 3(d), the City does not have a minimum sample size requirement for the resident survey and anticipates that the consultant will suggest a sample size appropriate for Rockville's size, transit ridership and demographics. An "opt-in" recruitment method may be used for the survey in Task 3(d).**

19. Also in Task 3(e), does the City have a minimum sample size requirement for the rider survey? Is there an expectation that the surveyors who intercept the users complete the survey in-person, or are "opt-in" online methods acceptable?

**For Task 3(e), the City does not have a minimum sample size requirement for the rider survey and anticipates that the consultant will suggest a sample size appropriate for Rockville's size, transit network, ridership and demographics. The City's expectation is that the consultant will propose the appropriate survey mode (in-person interview or online survey) to obtain feedback from a transit rider sample representative of Rockville's population.**

20. Regarding Task 4, does the City have access to Montgomery County Ride On and the Washington Area Metropolitan Authority (WMATA) automatic vehicle location (AVL) data, and if so, for what period are records available and at what level (route, trip, and/or stop)?

**The Washington Metropolitan Area Transit Authority (WMATA) and Montgomery County Ride On provide the City of Rockville with the Automated Passenger Counter (APC) data, upon request. The City**

**will assist the consultant with obtaining the latest available or historical data. Ridership data is generally provided at the stop level, but route and trip data can be requested as well.**

Please sign below to acknowledge receipt of addendum and return with your proposal.

Sincerely,

Jessica J. Blow, CPPB, MBA  
Director of Procurement

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Company Name

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Authorized Signature

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Date